

CITY OF LONGVIEW

INSTRUCTIONS FOR INDUSTRIAL WASTE PERMIT APPLICATION

All questions must be answered. DO NOT LEAVE BLANKS. If you answer “no” to Section E question 1, you may skip to Section J. Otherwise, if a question is not applicable, indicate with a N/A. Instructions to some questions on the permit application are given below.

Section A – GENERAL INFORMATION

1. Enter the facility’s official or legal name. Do not use a colloquial name.
 - a. Operator name: Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility.
 - b. Indicate whether the entity which operates the facility also owns the facility by marking the appropriate box:
 - (i) If the response is “No”, clearly indicate the operator’s name and address and submit a copy of the contract and/or other documents indicating the operator’s scope of responsibility for the facility.
2. Provide the physical location of the facility that is applying for a discharge permit.
3. Provide the mailing address where correspondence from the Control Authority may be sent.
4. Provide all the names of the authorized signatories for this facility for the purpose of signing all reports. This designated signatory is defined as:
 - a. If the industrial user is a corporation, authorized representative shall mean:
 - (i) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation
 - (ii) The manager of one (1) or more manufacturing, production, or operation facilities employing more than two hundred fifty (250) persons or having gross annual sales or expenditures exceeding twenty-five million dollars (\$25,000,000.00), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures
 - b. If the industrial user is a partnership or sole proprietorship, an authorized representative shall mean a general partner or proprietor respectively;
 - c. If the industrial user is a federal, state, or local governmental facility, an authorized representative shall mean a director or the highest official appointed or designated to oversee the operation and performance or the activities of the government facility, or his/her designee;
 - d. The individuals described in paragraphs (a) through (c) above may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates, such as position of plant manager, operator of a well, or well field equipment, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for the environmental matters for the company, and the written authorization is submitted to the Control Authority.
 - e. If an authorization is no longer accurate as in paragraph (d) above because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of (d) must be submitted to the Control Authority.
5. Provide the name and contact information of someone that we may contact at all times for information about the facility (i.e. to set up times for inspections).

Section B – BUSINESS ACTIVITY

1. Check the appropriate business activity or activities employed by the facility.
2. Briefly describe all operations at the facility.
3. Indicate applicable Standard Industrial Classification (SIC) codes for all processes.
4. List the types of products, giving the common or brand name and the proper or scientific name. Enter from your records the average or maximum amounts produced daily for each operation for the previous year, and the estimated total daily production for this calendar year. Be sure to specify the daily units for production. Attach additional pages as necessary.

Section C – WATER SUPPLY

1. Check all of the appropriate sources of water that the facility uses.

2. Provide the name and address of the name on the water bill.
3. Provide the account number(s) for the water service.
4. List or estimate the daily average of the water usage at the facility. Contact cooling water is cooling water that, during the process, comes into contact process materials; thereby becoming contaminate. Non-contact cooling water does not come into contact with process materials. Sanitary water includes only water used in restrooms. Plant and equipment washdown includes floor washdown. If sanitary sewer is not metered, provide an estimate based on 15 gallons per day (GPD) for each employee.

Section D – SEWER INFORMATION

1. If the facility is an existing business, answer question 1.a. If the facility is new, answer question 1.b. The facility has 90 days to comply with the pretreatment standards with the City of Longview. The facility should fill out a Baseline Monitoring Report and return it to the Industrial Pretreatment Division. If the report is not provided with the permit application, please contact the Industrial Pretreatment Division at (903) 291-5234 to obtain one.
2. Provide information (size, location, and flow) of each sewer connection or discharge point that connects to the City's sewer system.

Section E – WASTEWATER DISCHARGE INFORMATION

1. If you answer "no" to this question, skip to Section J; otherwise complete the remainder to the application.
2. Provide the hours/day and hours of discharge, the peak hourly and maximum daily flow rate, and the annual daily average. GPD stands for gallons per day.
3. Provide or estimate the number of batch discharges per day, the average discharge per batch (GPD), the times and days of the week of batch discharges, the flow rate (gallons per minute), and the percent of the total discharge for all batch discharges.
4. A schematic flow diagram is required to be completed and certified for accuracy by a State registered professional engineer. Assign a sequential number to each process starting with No. 1. An example of a drawing is shown below. To determine your average daily volume and maximum daily volume of wastewater flow, you may have to read water meters, sewer meters, or make estimates of volumes that are not directly measurable.
5. Non-categorical users should report or estimate average daily and maximum daily wastewater flows from each process, operation, or activity present at the facility. Categorical users should skip to question 6.
6. Categorical users should report or estimate average daily and maximum daily wastewater flows from regulated, unregulated, and dilution process. A regulated wastestream is defined as wastewater from an industrial process that is regulated for a particular pollutant by categorical pretreatment standard. Unregulated wastestreams are wastestreams from an unregulated process that are not regulated by a categorical pretreatment standard and are not defined as a dilution wastestream. Dilution wastestreams include sanitary wastewater, boiler blowdown, noncontact cooling water or blowdown, stormwater streams, demineralizer backwash streams and process wastestreams from certain industrial subcategories exempted by EPA from categorical pretreatment standard. [For further details, see 40 CFR 403.6 (e).]
7. Total Toxic Organics (TTO) means the sum of the masses or concentrations of specific toxic organic compounds found in the industrial user's process discharge. The individual organic compounds that make up the TTO value and the minimum reportable quantities differ according to the particular industrial category [see applicable categorical pretreatment standards, 40 CFR 405-471].
8. Provide information on automatic sampling equipment or continuous wastewater flow metering equipment at the facility. Are either types presently in place, or will either type be in place in the future? If they are in place or will be in place, provide the location of the equipment and a brief description.
9. & 10. Provide any information (descriptions) on any process changes or expansions, including production or any air or water pollution treatment processes, that may be planned during the next three years (the life of the permit) that could alter the volume or characteristic of any wastewater.
11. & 12. Provide any information on material recovery systems or water reclamation systems that are currently being used or planned. Include a brief description on the recovery process, substance recovered, percent recovered, and the concentration in the spent solution. A schematic flow diagram is required to be completed and certified for accuracy by a State registered professional engineer. Assign a sequential number to each process starting with No. 1. To determine your average daily volume and maximum daily volume of wastewater flow, you may have you read water meters, sewer meters, or make estimates of volumes that are not directly measurable.

Section F – CHARACTERISTICS OF DISCHARGE

All dischargers should conform to 40 CFR 136 and initially monitor for parameters in Tables II and III of Appendix D of 40 CFR 122. New dischargers should provide a list of parameters that may be or are present in their effluent.

Section G – TREATMENT

Provide information as to whether the facility is planning to have within the next three years or the facility already has pretreatment of their wastewater or sludge, what type of pretreatment, and other information for their wastewater

treatment. This includes the operator information, maintenance information manuals, and a schematic diagram. The diagram should be of each treatment system showing equipment, by-products, and disposal methods, waste and by-product volumes, and design and operating conditions. Also, provide information, including estimated completion dates, about any changes in treatment or disposal methods that may be under construction or planned for the next three years for the wastewater discharge to the sanitary sewer. Provide information on the state approved lab and a treatment operator. All manuals on correct operation and maintenance for the treatment equipment should be available to any person working with or around the equipment.

Section H – FACILITY OPERATION CHARACTERISTICS

Provide information on the facility and work environment, including shift information, when and type of discharge from the facility, raw materials used and chemicals used/produced. Avoid the use of trade names of the chemicals. Provide Material Safety Data Sheets (MSDSs) for all chemicals. Indicate whether the business activity is continuous throughout the year or if it is seasonal. Indicate any shut downs in operation. A building layout or plant site plan of the premises is required to be completed and certified for accuracy by a State registered professional engineer. Approved building plans may be substituted. An arrow showing North as well as the map scale must be shown. The location of each existing and proposed sampling location and facility sewer line must be clearly identified as well as all sanitary and wastewater drainage plumbing.

Section I – HAZARDOUS WASTES

Provide any information on hazardous wastes at or potential hazardous waste at or stored on the facility premises.

Section J – POLLUTION PREVENTION (P₂)

Provide any information on pollution prevention techniques used at the facility. Pollution prevention is a preventative approach to environmental protection that can lead to improvements in environmental quality and economic efficiency by reducing harmful pollutants at the source through cost effective changes in production, operation, and raw material use. This approach changes the focus from managing waste after it is generated to eliminating or minimizing the problem before it occurs. Pollution Prevention is defined as waste reduction prior to recycling, treatment or disposal.

Examples:

1. Production Process Changes (substitute nonhazardous materials, eliminated source leaks).
2. Inventory Management & Improved Operations (improve material receiving, storage, and handling practices).
3. Modification of Equipment (maintain strict preventive maintenance program)
4. Recycling & Reuse (install closed loop systems, exchange wastes, and recycle onsite or offsite for reuse).

Section K – SPILL PREVENTION

Provide any information on past spills or the possibility of spills at the facility, including chemicals and containers and floor drains at the facility. If the facility has a Spill Prevention Plan, provide a copy. If the facility does not have a Spill Prevention Plan, it may be recommended that they have one.

Section L – NON-DISCHARGED WASTES

Provide any information, including location of disposal, on wastes that are not discharged into the city sewer system, wastes that may be hauled/transported off the facility premises, wastes that are land applied, or wastes that are incinerated. On site disposal systems could include a septic system, lagoon, holding pond (evaporative type), etc. Include information on any other Federal, State, or local environmental permits (i.e. air, hazardous waste, underground injection, solid waste, NPDES, etc.).

Section M – COMPLIANCE CERTIFICATION

Provide information on whether standards or requirements are being met. Include information on any planned change that would either bring the facility into compliance or change the composition of the wastestream and the date this change will be completed.

An official representative from the facility/industry should sign, date and provide their title and a phone number on the certification statement. This representative should be overseeing the application process. This representative is authorized to sign any reports and information sheets for the facility. This signature certifies that, to the best of your knowledge, the information provided is correct.

If you have any questions while filling out the permit application form or anytime after, please feel free to contact the Industrial Pretreatment Division at 903-291-5234.